

COMMODITY ORDERING INSTRUCTIONS

1. In column C, Line 5 enter your school's name. Hit enter.
2. Enter your school name again in Column C, Line 59. Hit enter. (This is page 2 of your order.)
3. In Column J, both Lines 5 and 59 enter your school's agreement number. Hit enter. Example: 12-3456
4. Locate your school's entitlement dollar amount from the entitlement list on the Web site.
5. Enter that dollar amount in column J, Line 7. Be sure to include the decimal point when entering. Example: 1234.00 (the \$ will enter automatically). Hit enter. The entitlement amount will appear on each line of column J that has a commodity listed on it.
6. In column G, the "cases ordered" column, begin entering the number of cases you want to order of that item. Hit enter. The total for that item will be calculated in column H and will automatically deduct that total from your entitlement in Column J.
7. Continue down the list until you have ordered everything you need or until your entitlement has been spent.
8. To make changes to your order just go to the item you want to change and using the mouse, click on that box and then enter the new number of cases you want to order. The computer will re-calculate your total automatically.
9. Print a copy and fax to OPI at (406) 444-2955.